

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

Minutes of the Board of Trustees  
Administrative Committee Meeting

March 14, 2002

TRUSTEES PRESENT: Ms. Kathryn S. Matayoshi, Chairperson  
Ms. Audrey Hidano  
Mr. Jim Williams

TRUSTEES ABSENT: Mr. Jimmy Yasuda

HEUHBTF STAFF: Mr. Tracy Ban  
Ms. Lynette Fukunaga  
Ms. Shirley Kawamoto  
Ms. Wanda Kimura  
Mr. Gary Sanehira  
Ms. Karen Tom

ATTORNEY: Mr. John Deller, Deputy Attorney General

GUESTS: Mr. George Butterfield – HSTA-Retired  
Ms. Nani Crowell – HSTA MBC  
Ms. Alana Deppe-Mariota – Kaiser Permanente  
Ms. Monica Engle – Vision Service Plan  
Mr. Melvin Higa, MBAH  
Mr. Charles Khim  
Ms. Sarah Moriyama - ORTA  
Mr. Rod Tam - HMSA

I. CALL TO ORDER

The meeting of the Administrative Committee was called to order at 9:05 a.m. by Chairperson Kathryn Matayoshi in Conference Room 303, No. 1 Capitol District Building, 250 South Hotel Street, Honolulu, Hawaii, on March 14, 2002.

II. APPROVAL OF MINUTES

Motion to approve the minutes of March 7, 2002 as corrected. (Williams/Hidano)

Discussion: Add “Amendments proposed (Attached is a draft submitted to the Board):”

Vote: Unanimously passed.

III. OLD BUSINESS

A. Hiring of Administrator/Executive Director

1. Position Description

Motion to recommend adoption of position description, as revised, to the board. (Williams /Hidano)

Discussion: Changes were proposed and an advance copy will be prepared for the full board's review (see attachment).

Vote: Unanimously passed.

2. Position Recruitment

Motion to recommend the newspaper ad and internet ad, as revised, to the board. (Hidano/Williams)

Discussion: Changes were proposed (see attachment). An internet address account for the resumes will be established.

Vote: Unanimously passed.

3. Position Recruitment Costs

Motion to recommend advertising (recruitment cost information) proposal to the board for approval. (Williams/Hidano)

Discussion: Recommendation will be to advertise in the newspapers twice. The newspapers are MidWeek, The Honolulu Advertiser (178,000 circulation), The Star-Bulletin (70,000 circulation), and the Pacific Business News to cover the local market. On-line advertising will include the @ Honolulu Advertiser, the Star-Bulletin link to Monster.com, and recruitment in IFEBP (International Foundation of Employee Benefit Plans) and IPMA (International Personnel Management Association).

Vote: Unanimously passed.

4. Search Firm

Motion to secure authorization from board to proceed with procurement of a search firm for the purpose of recruitment. (Hidano/Williams)

Discussion: Procurement of a search firm would be pursued by staff. [~~contingent upon the success of the newspaper and internet ads.~~]

Vote: Unanimously passed.

RECESS: 10:50 a.m. to 10:55 a.m.

B. Retention of advisors (benefit consultants, investment firms/managers, etc.)

Staff was requested to revise RFP No. HF-00-04 to reflect the needs and requirements of the new trust. The redraft will be shared with the Benefits Committee. As dual consultants remains a possibility, staff was requested to contact other organizations both locally and nationally and find how they utilize dual consultants.

C. TPA vs. In-house administration

Motion ~~[that]~~ to secure authorization from the board ~~[authorize]~~ for the Administrative Committee to initiate the process to procure a consultant to do an independent evaluation of HFIMS and capabilities of Health Fund operations.  
(Williams/Hidano)

Discussion: Staff requested to draft specifications for a consultant to conduct an independent evaluation of the HFIMS system and its capabilities.

Vote: Unanimously passed.

D. Proposed Legislation Affecting the EUTF

The handout "2002 Legislative Session, First Cross Over (03-07-02)" will be included in the Tuesday, March 19, 2002, board packet. No recommendation from the Committee at this time.

IV. NEXT MEETING

Wednesday, March 20, 2002, 9 a.m. to 12 noon. The agenda for the next meeting will include discussion on benefit consultant RFP, scope and evaluation and use of one or two benefit consultants.

The following meeting will be Thursday, April 4, 2002, 9 a.m. to 12 noon.  
Ms. Hidano will be unable to attend.

V. ADJOURNMENT

Motion to adjourn. (Williams/Hidano)

Discussion: None.

Vote: Unanimously passed.

Meeting adjourned at 12:20 p.m.

Respectfully submitted,

/s/

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Kathryn Matayoshi, Chairperson

APPROVED as corrected  
on April 4, 2002.

DOCUMENTS DISTRIBUTED:

1. Minutes for March 7, 2002. (4 pages)
2. Trust Fund Administrator position description (draft 03/12/02). (3 pages)
3. Newspaper Ad - Health Benefits Trust Fund Administrator. (1 page)

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

Administrative Committee Meeting

March 14, 2002 Minutes

PAGE 4

4. Internet Ad – Health Benefits Trust Fund Administrator. (1 page)
5. Recruitment Cost Information (03/13/02). (1 page)
6. Recruitment Costs – Local News. (1 page)
7. Internet Recruiting. (1 page)
8. Executive Search Firm – Local Firms. (2 pages)
9. National/International – Top Level National/International Executive Search Firms. (1 page)
10. §78-1, HRS, Citizenship and residence of government officials and employees; exceptions. (3 pages)
11. Request for Proposals No. HF-00-04. (26 pages)
12. 2002 Legislative Session, First Cross Over (03-07-02). (1 page)